

To receive a report on the membership level of the Town Council Burial Authority Committee and consider any actions and expenditure

Information:

The Town Council Burial Authority Committee is a “Full Standing Committee” together with the other Town Council Committees, apart from Personnel.

The Town Council agreed prior to the Annual Meeting of Full Council held in May 2021, that the Burial Authority Committee meetings were no longer required to form part of the Town Council schedule of meetings calendar and would only be held as and when required.

It is possible that Churchtown Cemetery could be overseen by a reduced membership Committee reporting to Full Council.

It has been suggested a reduction in the Burial Authority membership be considered due to, Churchtown Cemetery is now fully operational for over five years, there is limited business to be discussed, to alleviate pressures from Members to attend another meeting, and to ensure we meet the quorum levels when a meeting is called.

Research:

Please find attached Burial Authority previous Terms of Reference, prior to 12th February 2019, in which there was a composition of 4, the Mayor and Deputy Mayor.

Attached is the current Terms of Reference with a composition of all sixteen members.

Options:

1. Continue to operate in line with the current Burial Authority Terms of Reference (as attached);
2. Reduce the membership from sixteen to six Members, reduce the quorum level to four, the rest of the current Terms of Reference remain the same.

**End of Report
Town Clerk**